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## SUPPLY DIVISION WEEKLY REPORT

PERIOD ENDING 4 JANUARY 1983

I. Progress Report on Tasks Assigned by the DCI/DDCI:

Negative.

II. Items/Events of Major Interest that have Occurred During the Preceding Week:

25X1

B. Disposal of Obsolete Material From Stock: Since 1 October 1982, Supply Management Branch (SMB) has been meeting with cognizant offices to review slow and non-moving items. In an attempt to reduce items no longer required by primary user offices, SMB has provided stock status reports to appropriate cognizant offices which reflect items that have had no movement in the last twenty-two (22) months.

25X1

These meetings have been attended by representatives from SMB and senior logistics officers assigned to the Office of Communications, Office of Technical Service, Office of Security, and the Office of SIGINT Operations. During these meetings, SMB representatives have explained the growing Agency requirements for additional space at  the trade-offs and cost effectiveness of retaining items in stock vs. direct procurement on an as-needed basis, and the adverse

25X1

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SUBJECT: Supply Division Weekly Report, Period Ending  
11 January 1983 (U)

25X1 impact on the Inventory Control System caused by retaining  
marginally required records on line in the system. [REDACTED]

25X1 All logistics offices contacted by SMB have shown a  
willingness to work to reduce stocks under their control, but point  
out that all items identified must be reviewed by technicians within  
their offices. In an attempt to provide assistance and reduce pro-  
cessing time, SMB has requested that the cognizant logistics  
officers need only have techs indicate which items can be removed  
from stock. Once this is accomplished, SMB has been preparing all  
R.I.A.'s to place items on excess lists. To date, SMB, along with  
the cognizant offices, has identified for disposal 247 line items  
25X1 from stock worth \$770,721.00. [REDACTED]

25X1 In addition to the figures listed above, SMB in coordin-  
ation with the Office of Communications has identified some  
913,090 pieces of property in Allocation 00 stock as slow and  
non-moving. (No issues in the past twenty-eight months.) After  
close review, the majority of these items will be placed on Agency  
excess lists and then processed for disposal through proper  
25X1 channels. [REDACTED]

C. Stock Relocation (Ref: SD Weekly ending 7 Dec 82):

STAT The remaining items of equipment and supplies targeted  
for relocation to [REDACTED] were shipped via truck on 7 January  
1983. Commodities relocated included Class 5 field-use safe filing  
25X1 cabinets, vault door flanges, and bond paper. [REDACTED]  
25X1 [REDACTED]

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11 January 1983 (U)

D. Inventory Control System (ICS) Updates:

During the past week, the Analytical & Catalog  
Section made 226 ICS updates as follows:

Stock Numbers Established	- 32
Stock Numbers Revised	- 142
Stock Numbers Deleted	- 12
Part Numbers Added	- 40

25X1

III. Significant Events Anticipated During the Coming Week:

25X1

Negative.

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25X1

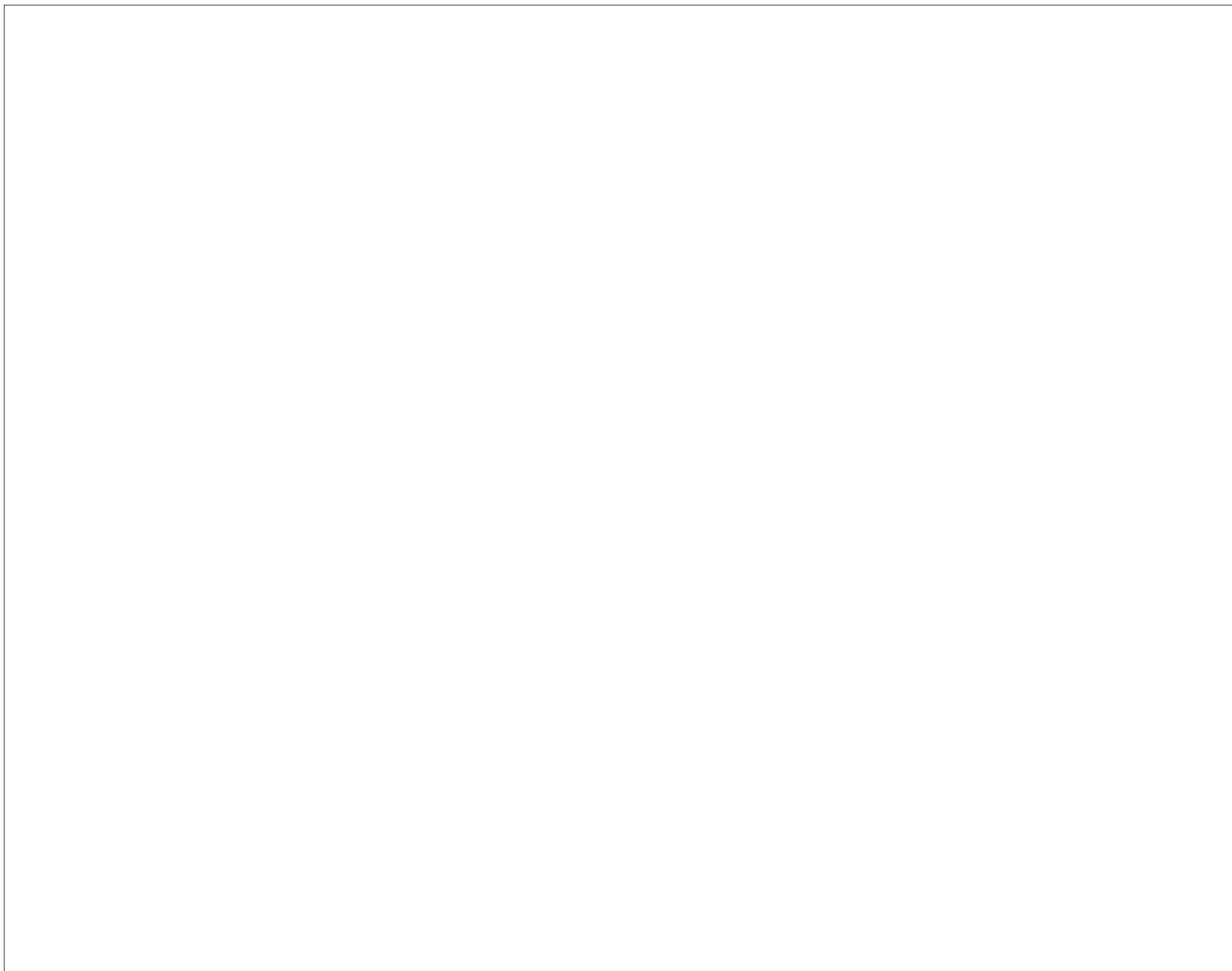


WEEKLY REPORT

PERIOD ENDING 10 JANUARY 1983

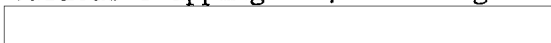
1. Items or Events of Major Interest that have Occurred During the Preceding Week:

25X1

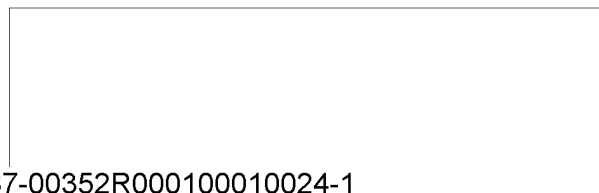


e. Design and Specification Unit is assisting the Office of Communications in review and strengthening packing specifications for RECAP equipment. Inspection of the packing on an initial shipment of equipment revealed that, although packed in accordance with vendor specifications for export pack, some changes in specifications will be needed to protect equipment under the various shipping and/or storage conditions that materiel will be subjected.

25X1  
25A1  
25A1



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**SECRET**

25X1 SUBJECT: [ ] Weekly Report Ending 10 January 1983

25X1 f. Storage and Issue Section-Unit II: In coordination with the Supply  
25X1 Management Branch, SD action was completed on relocation of 115 safes and  
25X1 related materiel and sterile bond paper from [ ]  
25X1 Shipment consisted of 60 four-drawer and 55 two-drawer Diebold safes,  
25X1 assorted vault door flanges and 1,200 reams of bond paper. [ ]  
[ ]

g. Vehicle Maintenance: During this reporting period, preventive main-  
tenance was performed on four Depot vehicles and test and inspection conducted  
on eight line items transiting the Depot on direct shipment.

Prepared two forklifts for shipment to Panama.

Vehicles Received:

25X1 1 Van for [ ]  
1 Van for [ ]

Vehicles Released for Shipment:

25X1 2 Vans [ ]  
25X1 1 Blazer [ ]  
2 Sedans for OSO  
25X1 1 Pick-up Truck [ ]

25X1 During this reporting period 261 gallons of gasoline and 946 gallons of  
diesel fuel were dispensed. [ ]

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